



Fairfax County Affidavit Exemption From State Licensing Requirement – Contractors, Architects and Engineers

- **Effective July 1, 2011, architects and engineers must provide a copy of their state professional license** when applying for a Fairfax County Business, Professional & Occupational License (BPOL), pursuant to Virginia Code 54.1-410.1 [H 1974]. More information and definitions are on the back of this form. A local business license will not be issued unless you present a copy of your state license or submit this form. **Incomplete forms will be returned.**
- **Contractors must submit a copy of their state contractor's license or submit this exemption form** to the Fairfax County Department of Tax Administration. This is required by law pursuant to Virginia Code 54.1-1111(B). More information and definitions are on the back of this form. A local business license will not be issued unless you present a copy of your state license or submit this form. **Incomplete forms will be returned.**

Name of Business:

Name of Business Owner:

Business Address:

Business FEIN or Owner SSN:

Business Phone Number:

Business E-mail Address:

Legal Status of Business (*check one*)

Sole proprietor

Partnership

Corporation

LLC

Other (specify)

Under penalty of law, the undersigned certifies that he/she is not required to have a Commonwealth of Virginia business license pursuant to Virginia Code 54.1-1111(B).

(Signature of Business Owner or Authorized Agent)

(Print Name of Business Owner or Authorized Agent)

Date: _____

To request this form in an alternate format, contact the Office of Public Affairs at 703-324-3187 (TTY 711).

Virginia Contractors

Be it enacted by the General Assembly of Virginia:

1. That § 54.1-1111(B) of the Code of Virginia is amended and reenacted as follows:
§ 54.1-1111 (B). Prerequisites to obtaining business license; building, etc., permit.

B. Any contractor applying for or renewing a business license in any locality in accordance with Chapter 37 (§ 58.1-3700 et seq.) of Title 58.1 shall furnish prior to the issuance or renewal of such license either
(i) satisfactory proof that he is duly licensed or certified under the terms of this chapter or
(ii) a written statement, supported by an affidavit, that he is not subject to licensure or certification as a contractor or subcontractor pursuant to this chapter.

No locality shall issue or renew or allow the issuance or renewal of such license unless the contractor has furnished his license or certificate number issued pursuant to this chapter or evidence of being exempt from the provisions of this chapter.

Virginia Contractor Definitions

- ◆ **Class A Contractor (State license required)**
 - Unlimited.
- ◆ **Class B Contractor (State license required)**
 - Total per single contract up to \$120,000 and cannot exceed \$750,000 per year.
- ◆ **Class C Contractor (State license required)**
 - Total per single contract from \$1,000 to \$10,000 and cannot exceed \$150,000 per year.
- ◆ **Under \$1,000 per contract (No state license required)**
Must complete affidavit.

Virginia Architects and Engineers

§ 54.1-410.1. Prerequisites for obtaining business license.

Any architect or professional engineer applying for or renewing a business license in any locality in accordance with Chapter 37 (§ 58.1-3700 et seq.) of Title 58.1 shall furnish prior to the issuance or renewal of such license either (i) satisfactory proof that he is duly licensed under the terms of this chapter or (ii) a written statement, supported by an affidavit, that he is not subject to licensure as an architect or professional engineer pursuant to this chapter.

No locality shall issue or renew or allow the issuance or renewal of such license unless the architect or professional engineer has furnished his license number issued pursuant to this chapter or evidence of being exempt from the provisions of this chapter.

(2011, c. 79.)

Fairfax County Department of Tax Administration

www.fairfaxcounty.gov/taxes

Email – dtappdbusiness@fairfaxcounty.gov

Phone – 703-222-8234 option 4, TTY 711